



# GRADING PLAN INITIAL SUBMITTAL CHECKLIST E-8

**Development Services**  
**Land Development Engineering**  
1635 Faraday Avenue  
760-602-2750  
www.carlsbadca.gov

THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Project ID \_\_\_\_\_ Project Name \_\_\_\_\_  
DWG No. \_\_\_\_\_ GR No. \_\_\_\_\_ Project Engineer \_\_\_\_\_

- Submittals may be rejected if the submittal package is incomplete or current forms are not used.
- Items marked with an asterisk (\*) must be completed by an appropriately licensed engineer.

## THE FOLLOWING ITEMS MUST BE INCLUDED IN THE INITIAL SUBMITTAL:

*All items must be submitted unless an item is marked "N/A" and initialed by city engineering personnel.*

- \_\_\_\_\_ 1. This submittal checklist
- \_\_\_\_\_ 2. Transmittal from engineer of work listing all items being submitted
- \_\_\_\_\_ 3. Completed and signed city Engineering Plancheck Application
- \_\_\_\_\_ 4. a) Digital submittal of plans, b) Completed digital submittal checklist, and c) Layer description  
-see engineering standards on city website for digital submittal requirements and checklist
- \_\_\_\_\_ 5. Copy of environmental clearance or completed E.I.A. form, Part 1, with copy of grading plans attached, if no prior CEQA approval
- \_\_\_\_\_ 6. \*Seven sets of prints of the grading plans folded to 9" X 12"
- \_\_\_\_\_ 7. \*Two sets of bound drainage report
- \_\_\_\_\_ 8. \*Two sets of bound soils report
- \_\_\_\_\_ 9. \*Two copies of earthwork quantity calculations
- \_\_\_\_\_ 10. \*Two copies of engineer's cost estimate
- \_\_\_\_\_ 11. Two sets of preliminary title report (issued within six months of application)
- \_\_\_\_\_ 12. Three copies of all signed conditions of approval (if applicable)
- \_\_\_\_\_ 13. Three sets of prints of approved site plan or tentative map signed by planner and project engineer (if applicable)
- \_\_\_\_\_ 14. Three copies of Notice of Intent to Issue Coastal Development Permit, when applicable
- \_\_\_\_\_ 15. Concurrent submittal required (as applicable): final/parcel map, improvement plans, easement documents, temporary construction easement for off-site grading, etc.
- \_\_\_\_\_ 16. Original and one copy of completed and signed Storm Water Compliance form per the completed Project Threat Assessment worksheet. Check type of compliance form required : ☐ Tier 2 ☐ Tier 3
- \_\_\_\_\_ 17. Two sets of Storm Water Pollution Prevention Plan (SWPPP). Check type of SWPPP required using the Project Threat Assessment worksheet: ☐ Tier 2 ☐ Tier 3
- \_\_\_\_\_ 18. Original and one copy of completed and signed Storm Water Standards Questionnaire
- \_\_\_\_\_ 19. \*Two sets of Storm Water Management Plan (SWMP) (required if project is defined as a priority project per the Storm Water Standards Questionnaire or if conditioned with project)
- \_\_\_\_\_ 20. SWPPP/SWMP review fee(s), if applicable
- \_\_\_\_\_ 21. Grading plancheck fee
- \_\_\_\_\_ 22. Other: \_\_\_\_\_

**COMMENTS** \_\_\_\_\_

**SUBMITTAL COMPLETE. CHECKED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_



# GRADING PLAN RESUBMITTAL CHECKLIST E-8

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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Project ID \_\_\_\_\_ DWG No. \_\_\_\_\_  
Project Name \_\_\_\_\_  
Planchecker \_\_\_\_\_ Project Engineer \_\_\_\_\_

THIS SECTION TO BE COMPLETED BY THE PLANCHECKER

Plancheck No. \_\_\_\_\_ PCE Initials \_\_\_\_\_ Date \_\_\_\_\_

- Items marked with an asterisk (\*) must be completed by an appropriately licensed engineer.

## THE FOLLOWING MARKED ITEMS MUST BE INCLUDED IN RESUBMITTAL:

- \_\_\_\_\_ 1. This resubmittal checklist
- \_\_\_\_\_ 2. Transmittal from engineer of work listing all items being submitted
- \_\_\_\_\_ 3. Copy of previous city transmittal letter
- \_\_\_\_\_ 4. Original and one copy of completed Security and Agreement Data Sheet
- \_\_\_\_\_ 5. All previous checkprints of plans, review checklist, reports, calculations, and estimates
- \_\_\_\_\_ 6. \* \_\_\_\_\_ sets of corrected prints of the grading plans folded to 9" X 12" (Distribution: 1 file, \_\_\_\_\_ EM, \_\_\_\_\_ planchecker, \_\_\_\_\_ Planning, \_\_\_\_\_ Building, \_\_\_\_\_ other (specify): \_\_\_\_\_)
- \_\_\_\_\_ 7. \*Two sets of corrected bound drainage report signed and sealed by engineer of work
- \_\_\_\_\_ 8. \*Two sets of corrected bound soils report signed and sealed by soils engineer
- \_\_\_\_\_ 9. \*Two sets of corrected earthwork quantity calculations signed and sealed by engineer of work
- \_\_\_\_\_ 10. \*Two sets of corrected engineer's cost estimate signed and sealed by engineer of work
- \_\_\_\_\_ 11. Concurrent resubmittal required (as applicable), corrected as necessary: final/parcel map, improvement plans, easement documents, temporary construction easement for off-site grading, other: see below
- \_\_\_\_\_ 12. Two sets of corrected SWPPP
- \_\_\_\_\_ 13. \*Two sets of corrected SWMP
- \_\_\_\_\_ 14. Department comments: \_\_\_\_\_ Planning, \_\_\_\_\_ Traffic, \_\_\_\_\_ Parks & Recreation, \_\_\_\_\_ Fire, \_\_\_\_\_ Eng P&P, \_\_\_\_\_ M&O, \_\_\_\_\_ other-specify (Distribution: to indicated departments)
- \_\_\_\_\_ 15. OTHER: \_\_\_\_\_

**COMMENTS** \_\_\_\_\_  
\_\_\_\_\_

**SUBMITTAL COMPLETE. CHECKED BY \_\_\_\_\_ DATE \_\_\_\_\_**



# GRADING PLAN MYLAR SUBMITTAL CHECKLIST E-8

**Development Services**  
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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Project ID \_\_\_\_\_ DWG No. \_\_\_\_\_ GR No.: \_\_\_\_\_  
Project Name \_\_\_\_\_  
Planchecker \_\_\_\_\_ Project Engineer \_\_\_\_\_

- Items marked with an asterisk (\*) must be completed by an appropriately licensed engineer.

## THE FOLLOWING MARKED ITEMS MUST BE SUBMITTED FOR FINAL APPROVAL:

- \_\_\_\_\_ 1. This submittal checklist
- \_\_\_\_\_ 2. Transmittal from engineer of work listing all items being submitted
- \_\_\_\_\_ 3. Copy of previous city transmittal letter
- \_\_\_\_\_ 4. Digital copy of plans
- \_\_\_\_\_ 5. All previous checkprints of plans, review checklist, reports, calculations, and estimates
- \_\_\_\_\_ 6. \* \_\_\_\_\_ sets of corrected prints of the grading plan folded to 9" X 12" (Distribution: 1 file, 1 Eng P&P, \_\_\_\_\_ planchecker, \_\_\_\_\_ other (specify): \_\_\_\_\_)
- \_\_\_\_\_ 7. One copy of all signed conditions of approval
- \_\_\_\_\_ 8. \*One copy of approved bound soils report signed and sealed by soils engineer
- \_\_\_\_\_ 9. \*Original mylars signed and sealed by engineer of work and including all required signatures
- \_\_\_\_\_ 10. Concurrent mylar submittal required (as applicable): final/parcel map, improvement plans, easement documents, temporary construction easement for off-site grading, other: see below
- \_\_\_\_\_ 11. One copy of approved SWPPP
- \_\_\_\_\_ 12. One copy of Notice of Intent receipt letter with WDID number separated from SWPPP
- \_\_\_\_\_ 13. \*Two sets of approved SWMP signed and sealed by engineer of work
- \_\_\_\_\_ 14. One 24" x 36" copy of approved single sheet post-construction BMP exhibit (rolled)
- \_\_\_\_\_ 15. Verification of submittal of securities and agreements
- \_\_\_\_\_ 16. Payment of plancheck fee balance. See enclosed Fee Summary Listing(s) for fee itemization.  
(Please note: If the grading cash deposit is not yet paid, it may appear on the enclosed Fee Summary Listing. However, the grading cash deposit is collected separately and should not be included in this payment. The grading permit fee amount listed below is included as a courtesy. The grading permit fee may be paid with this submittal or later with the application for grading permit.)

Plancheck Fee Balance \$ \_\_\_\_\_

Grading Permit Fee \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

- \_\_\_\_\_ 17. Department approvals: \_\_\_\_\_ Planning, \_\_\_\_\_ Traffic, \_\_\_\_\_ Parks & Recreation, \_\_\_\_\_ Fire, \_\_\_\_\_ Eng P&P, \_\_\_\_\_ M&O, \_\_\_\_\_ other-specify

- \_\_\_\_\_ 18. OTHER: \_\_\_\_\_

**COMMENTS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUBMITTAL COMPLETE. CHECKED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_